

## **APPLICATION FOR ACCOMMODATION TERMS & CONDITIONS**

### **1. WHO MAY APPLY?**

Yarra House (YH) is open to students who are enrolled and attending as students (or are entitled to be enrolled as students) (a Student) of Melbourne Polytechnic (the Tafe) during the relevant accommodation period being sought in the application.

If you are a Student of a tertiary institution other than the Tafe, your application may be assessed and considered with priority given firstly to Students and subject to the discretion of management.

Applicants under 18 years of age are not able to be accommodated at YH. Refer to the Yarra House website ([www.yarrahouse.com.au](http://www.yarrahouse.com.au)) for locations of other student accommodation facilities owned or operated by Campus Living Villages in Australia (<https://www.mystudentvillage.com/location/australia/>).

### **2. APPLICATION PROCESS**

Upon receipt of an application for accommodation, management will review and assess the room availability, the applicant's eligibility and suitability as a resident of Yarra House (at its discretion). See more details at Section 6.

### **3. CHECKS WHICH MAY BE UNDERTAKEN BY YH**

Could include (and is required to be provided by the applicant upon request by Yarra House):

- a) proof of enrolment status as a student of Melbourne Polytechnic (or other tertiary institution, where applicable) for the accommodation period;
- b) Proof of a valid student visa (to remain current for the period);
- c) Proof of identity (including, but not limited to, drivers License or passport);
- d) Latest copies of financial statements being no later than the preceding calendar year;
- e) If an applicant is a current or former resident of YH, or of a Village owned or operated by Campus Living Villages entity, or of any other accommodation facility owned by the affiliated of Melbourne Polytechnic (the Tafe), Village Management may take into account any breach, non-compliance or misconduct of the applicant (as a then resident) with the accommodation provider then applicable.
- f) References (which may include a review of any tenancy database listing) for the applicant.

#### **4. HOW WILL I KNOW IF MY APPLICATION IS SUCCESSFUL?**

Once your application has been assessed by YH, you will be notified at your nominated email address whether or not your application has been successful. If your application is successful, you will be made an offer of accommodation subject to:

(a) the terms and conditions of the YH form of residential agreement and Village Rules, which will be made available to applicants who are made an offer of accommodation; and

(b) such other conditions as may be applied by YH from time to time and notified to you at the time of the offer of accommodation being made to you, including without limitation, payment of a security deposit and associated fees

#### **5. HOW DO I ACCEPT AN OFFER?**

If you have received an offer of accommodation to reside at YH and wish to accept the offer, you will be required to do so within the timeframe specified in the email offer. This will generally be by way of confirmation by email from you and returning executed forms of the required documentation that will be sent to you by email or made available on the YH Resident Portal (as notified to you in the offer email).

If you do not accept the offer within the timeframe specified in the offer email, the offer will automatically lapse. If you wish to re-apply for accommodation, you will be required to lodge a further application.

#### **6. DOES LODGING AN APPLICATION GUARANTEE ME ACCOMMODATION?**

Lodging an application does not assure you of obtaining accommodation at Yarra House. Once YH assesses the applications, offers of accommodation will be emailed to successful applicants (determined at YH's absolute discretion).

You will not be assured of accommodation unless and until all of the following have been satisfied (to YH's satisfaction):

(a) your application has been processed and an offer of accommodation has been issued by YH to you;

(b) you have acknowledged and accepted the offer of accommodation, including all conditions on the offer (including, but not limited to online elements of the offer), within the timeframe specified in the offer email;

(c) you have returned to YH correctly signed all required hard copy documents specified in your offer email, within the timeframe specified in the offer email);

(d) you have paid (or procured payment) to YH the security deposit, two weeks' of the residential fees in advance and associated fees in connection with the Residential Agreement within the timeframe specified in the offer email; and

(e) any other requirement or condition specified by YH detailed in the offer email.

## 7. PRIVACY

All information provided to by applicants to YH will be held by YH in accordance with its privacy policy which can be seen at

<http://www.yarrahouse.com.au/privacy-policy.html>

## 8. ABOUT US

The student accommodation facility comprised in Yarra House is located **on-campus** at Melbourne Polytechnic Fairfield Campus, Yarra Bend Rd, Fairfield, VIC, 3078 Australia. For more information on Yarra House, please refer to <http://www.yarrahouse.com.au>

An offer of accommodation will require applicants to, among others, enter into a Residential Agreement (in the form required by YH) with Melbourne Polytechnic (formerly the Northern Melbourne Institute of TAFE). Yarra House is managed and operated by CLV Villages Management Services Pty Limited (**CLV**), as agent for and on behalf of the Tafe. Under the Residential Agreement, CLV has all the rights of the Tafe and is the representative of the Tafe at Yarra House.